

2 December 1954

MEMORANDUM FOR: Colonel White

SUBJECT : Comments of Chief of Logistics on Agency Records Management Program

1. The memorandum dated 29 November 1954 contains the Logistics comments on the progress of the records management program in that office. In the main, the memorandum indicates that the program is progressing satisfactorily but that it has been handicapped by the absence of Agency regulations and directives.

2. The following sets forth specific comments on and/or suggestions for the improvement of the program which appear to warrant special consideration.

a. Forms. Logistics, because of its responsibility for budgeting, stocking, procuring and reproducing forms, is vitally interested in an Agency forms program and is working closely with the Forms Management Branch.

b. Reports. A reports management program would require between 25 and 50 percent of a responsible officer's time, plus substantial assistance from the Management Staff. On 15 November 1954 the Management Staff advised the assistance could be furnished. Logistics, however, is reluctant to undertake an individual reports management program until the Management Staff has developed an integrated program that can be applied Agency-wide or at least throughout the DD/A offices.

c. Correspondence. The lack of a current Agency correspondence manual hampers the indoctrination of personnel in correspondence procedure. In the interval this gap is being filled by Logistics Office directives or notices, review of correspondence, and training.

d. Filing Systems. Logistics is presently following the filing system recommended by the Management Staff. Although this system has not proved satisfactory, its use is being continued on the basis that standardization throughout the Agency is most desirable and that in time it will be revised to fit Agency needs more precisely. Management Staff has been advised that the system is not satisfactory, and Logistics is working with Management Staff to correct and improve it.

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e. Vital Materials. In accordance with a schedule which is under constant review and revision, Logistics is forwarding material to the repository on a current rather than an annual basis.

g. Records Schedule. Inventories and surveys of records of the Logistics Office have been completed, except for the Procurement and Supply Divisions. In accordance with the wishes of the Management Staff, this data has not been submitted and will not be submitted until the entire office has been inventoried and surveyed. The Logistics personnel are being made aware of the need of proper maintenance of records.

h. Records Center Operations. In ten months of 1953 Logistics retired 119 file drawers of record material. In ten months of 1954 approximately 315 file drawers of record material were retired.

i. Correspondence Control. The Records Management Division, after a survey of the Logistics system of logging and control in 1953, recommended some changes in this system. These have resulted in a very effective control system which has been demonstrated as a recommended guide to other components of the Agency.

j. Directives and Notices. Thirty-two notices and directives concerning all phases of records management have been issued by Logistics since January 1953.

3. It is recommended that the comments of the Chief of Logistics on the records management program be forwarded to the Management Staff. A buckslip for transmittal is attached for your signature.



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Attachments

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